

Food Safety Temperature Action Log (°F)

Complete this form for accurate tracking of actions taken when a temperature falls within the Food Temperature Danger Zone

Franchise #: 1234 Week Ending Date: 4/29/2014

Date	Product	First Logged Temperature				Second Logged Temperature				Third Logged Temperature				Owner/Manager Initials
		Temp	Time	Initials	Action Taken	Temp	Time	Initials	Action Taken	Temp	Time	Initials	Action Taken	
04/23	Steak	44.2	3:12 P	AA	SET ASIDE / "DO NOT USE"									JM
04/24	Meatballs	138.2	3:30 P	HR	REHEAT IN MICROWAVE	162.9	3:45 P	HR	(recovered)					JM
04/28	Turkey	34.9	3:40 P	AA	PLACE IN WALK-IN COOLER	52.0	4:18 P	AA	LEAVE IN WALK-IN COOLER	47.7	4:41 P	AA	SET ASIDE / "DO NOT USE"	JM

Food Temperature Recording Log (°F)

Franchise #: 1234

Week Ending Date: 4/29/2014

Record the temperature for each product and your initials
Cold: 37°-41°F (3°-5°C) with an ideal holding temperature of 38°-37° (3°-5°C)
Hot: 140°-165°F (60°-74°C) with an ideal holding temperature of 148°-155°F (60°-68°C)



Product	Wednesday		Thursday		Friday		Saturday		Sunday		Monday		Tuesday	
	8:58 AM	3:03 PM	9:22 AM	3:30 PM	8:52 AM	3:27 PM	9:10 AM	3:00 PM	9:11 AM	2:59 PM	8:36 AM	3:45 PM	8:55 AM	3:11 PM
Meatballs	162.3	161.1	162.1	138.2	160.7	162.6	160.1	163.3	160.9	161.1	159.9	161.4	160.1	162.1
Steak	35.6	36.9	36.7	36.8	37.1	36.5	35.5	37.9	34.4	34.4	34.4	39.8	34.4	36.6
Chicken	37.8	35.1	36.2	34.2	36.8	39.8	36.4	39.8	31.9	35.4	34.6	35.2	39.9	33.9
Ham	36.5	34.2	35.6	33.9	37.2	35.4	36.3	40.0	31.5	34.6	35.2	40.2	34.1	34.5
Roast Beef	39.7	36.5	37.6	38.1	38.1	35.8	37.7	40.5	34.7	33.9	34.7	40.0	33.8	33.8
Turkey	36.8	36.9	36.5	40.1	39.9	36.3	37.0	39.8	35.0	35.7	34.9	34.9	35.0	34.6
Cold Cut Combo	36.7	35.5	35.7	37.6	37.7	37.7	35.0	40.5	34.0	33.7	33.8	39.7	36.1	35.1
Tuna	40.0	39.7	37.8	36.1	37.7	37.0	36.0	38.5	36.8	38.9	38.9	38.0	38.0	38.0
Lettuce	36.9	38.1	38.2	35.1	36.3	37.0	36.0	38.5	35.9	37.7	35.6	39.1	39.1	38.0
Tomato	40.5	38.1	35.7	40.5	39.8	39.6	37.8	40.0	36.6	34.9	34.9	39.7	39.7	38.0
Cucumbers	33.3	38.1	35.7	40.5	39.9	39.9	39.9	39.9	37.7	38.8	34.8	39.8	39.8	34.9
Green Peppers	39.9	39.1	36.6	33.9	39.9	38.5	39.9	37.4	39.9	37.4	39.9	39.9	39.9	39.9
Onions	34.5	38.5	38.9	HR	AA	SR	SR	SR	SR	SR	SR	SR	SR	SR
INITIALS	SR	AA	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR	SR



Temp-Taker® 3 Subway Edition

A Guide to Upgrading to the Subway Edition

T3SUSW-150826

Upgrade Process Overview

- ▶ Introduction
- ▶ Back up your current settings (optional)
- ▶ Install Subway Edition software
- ▶ Import default settings file
- ▶ Make minor settings changes:
 - Activate & set up Subway reports
 - Set reminder alarm times (optional)
 - Verify user name format (optional)
- ▶ Back up your new settings (optional)

Introduction

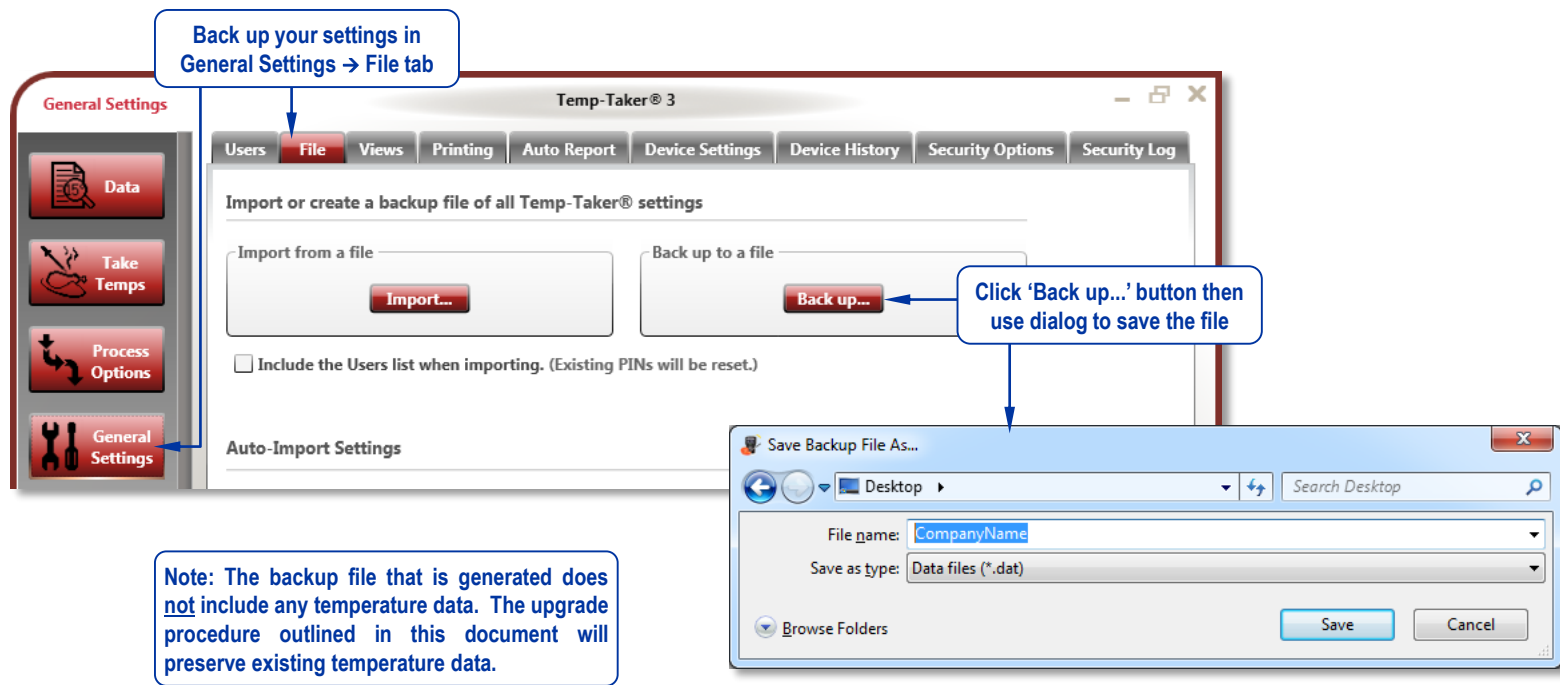
Congratulations on your acquisition of the Temp-Taker® 3 – Subway Edition. This edition automates the temperature-taking process while maintaining full compliance with Subway's operation guidelines, including the printing of Subway's Temp Log reports and the implementation of Subway's Corrective Action procedure.

This guide will assist you in **upgrading** your current Temp-Taker® software and creating the optimal Subway setup.

Note: If you are performing a fresh installation of the Temp-Taker® 3 software on your computer, please consult document T3QSSW *Temp-Taker 3 – Subway Edition, Getting Started* (see last page in this document).

Back up your current settings (optional)

Before upgrading, it is strongly recommended that you back up the current software settings. This would allow you to import your old settings at a later date to view any information of interest (e.g. any customized checklist questions you may have created). The figure below shows how to create a backup file.



Install Subway Edition software

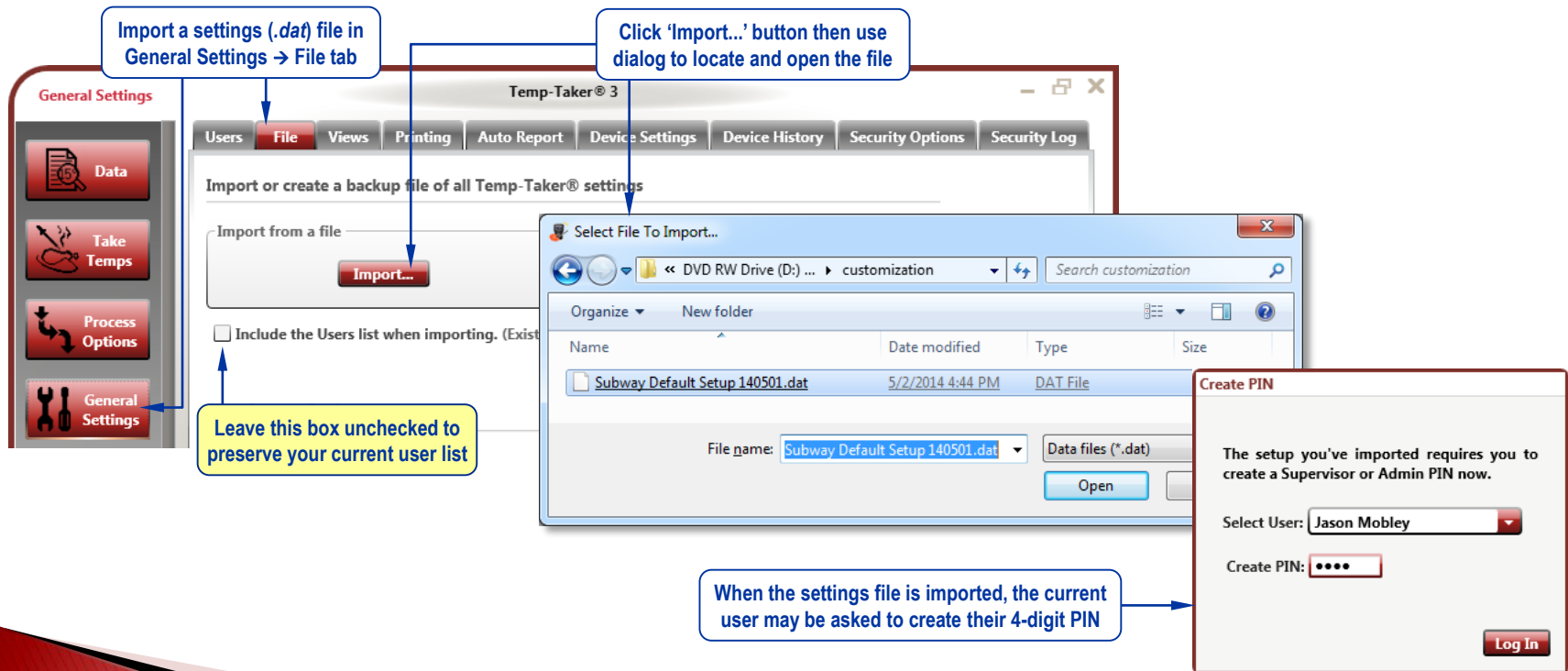
Make sure the old Temp-Taker® 3 application is closed then install the latest Temp-Taker® 3 – Subway Edition software over the existing version. Do NOT uninstall the old version; otherwise, you will lose your current temperature data. To install the Temp-Taker® software, please note the following:

- ▶ You must be logged on your machine with an administrator account; this is because Windows must install USB drivers.
- ▶ You may also need to temporarily disable antivirus and/or other security software in order to successfully perform the installation.
- ▶ Insert the installation disc in your CD drive. On most systems, the installation will automatically start; if it does not, simply browse to the contents of your CD drive and double-click the *Setup.exe* file.
- ▶ If you downloaded the executable, you may need to extract the file from the zipped folder and then double-click it.
- ▶ A setup window will appear displaying the Software License Agreement (see figure); check the box to agree to the license terms and conditions and then click the 'Install' button; if Windows or other security software requests confirmation that you wish to allow the installation, be sure to agree.



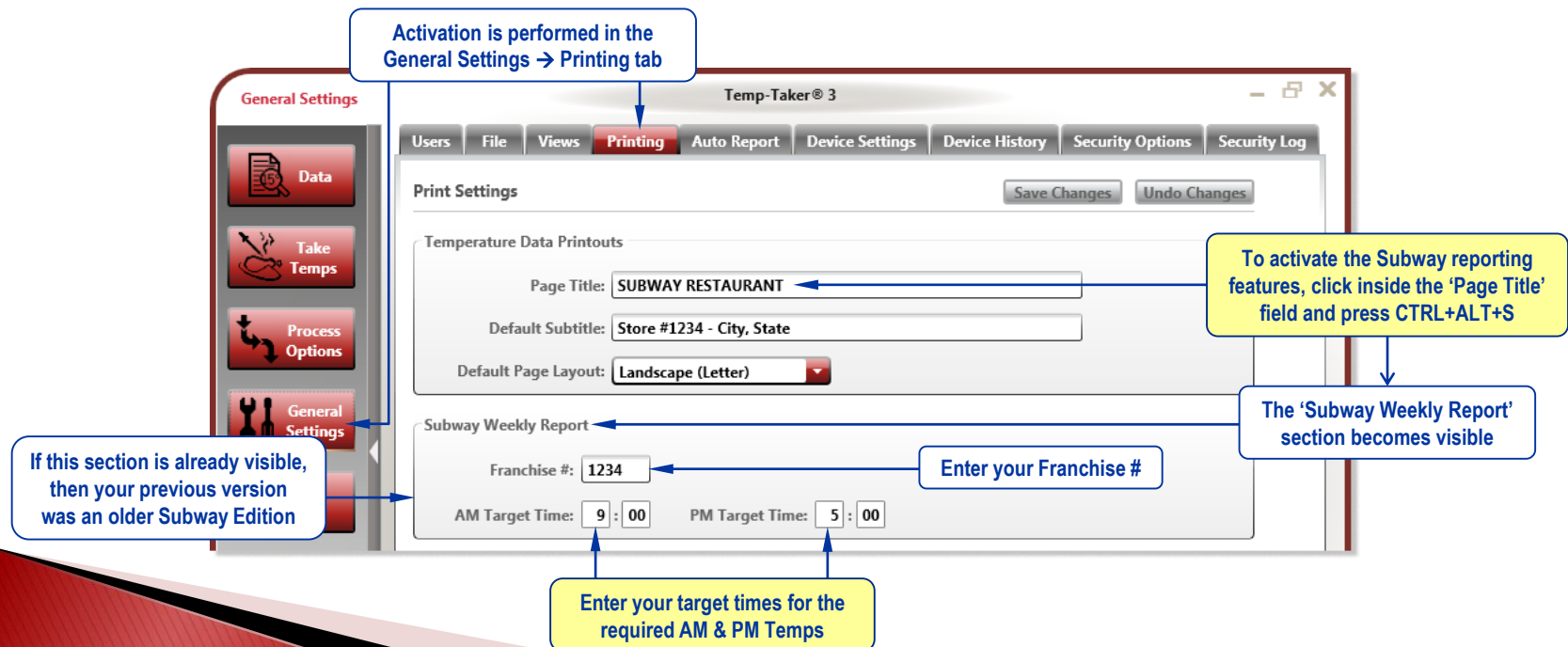
Import default settings file

The figure below shows how to import the default settings file which may be found in the 'customization' folder of the installation CD. If you do not have the installation CD, you may obtain the file from ITD Technical Support via email or download (see last slide in this document).



Make minor settings changes: Activate & set up Subway reports

The figure below shows how to perform the one-time setup of the Subway reporting features. Enter your Franchise Number and the AM/PM target times for taking the temperatures that should appear in the Subway Temp Log reports. **Temps do not need to be taken precisely at these specified target times.** They may be taken at any time during the AM and PM. The target times entered here are used by the software to select between multiple Temps taken for a particular product during the AM or PM. In this case, the temperature closest to the target time is used for the report.



Set reminder alarm times (optional)

Take-Temps reminder alarms can optionally be set after installing the software. This is done in the Take Temps → Programs tab (see example in the figure below). Many Subway stores set reminder alarm times that correspond to the target AM and PM times entered in the General Settings → Printing tab (shown in the previous slide). The figure below shows an example of two reminder alarms programmed to activate everyday at 9AM and 5PM. The figure on the right illustrates the activation of a Take-Temps reminder alarm.



Set reminder alarms in Take Temps → Programs tab

Click here to expand section

Click cell to select reminder alarm times

Take Temps

Temp-Taker® 3

Programs Items Questions

Program Options

Duration of Take-Temps Reminders: 45 Seconds
LED Brightness: 5 Percent

Advanced Options...

☒ Activate Overdue Alarm 15 Mins After Reminder
Duration of Alarm: 180 Seconds
LED Brightness: 10 Percent

Programs: 3

Add new row Delete selected row

Save Changes Undo Changes

Program Name	Load	Check Off	Auto Reset	Process	Program Members	Take-Temps Reminders
> Sandwich Line	<input checked="" type="checkbox"/>	Yes	Yes	Holding	Meatballs, Steak, Chicken, Ham, Roast Beef, Turkey, Cold Cut Combo, Tuna, Lettuce, Tomato, Cucumbers, Green Peppers, Onions	9:00AM, 5:00PM

Verify user name format (optional)

If you would like user initials to appear in the Subway Temp Log reports, make sure the first and last name of each user is entered in the General Settings → Users tab (see the figures below).

Sandwich Unit	Wednesday		
	Product	8:58 AM	3:03 PM
	Meatballs	162.3	161.1
	Steak	35.6	36.9
	Chicken	37.8	35.1
	Ham	36.5	34.2
	Roast Beef	39.7	36.5
	Turkey	36.8	36.9
	Cold Cut Combo	36.7	35.5
	Tuna	40.0	39.7
	Lettuce	36.9	38.1
	Tomato	40.5	44.2
	Cucumbers	33.3	38.1
	Green Peppers	39.9	39.1
	Onions	34.5	38.5
PINs Enabled INITIALS		SR	AA

Subway Temp Log report showing User initials

Initials taken from first/last name entered in Users tab

Temp-Taker® 3

General Settings

Users | File | Views | Printing | Auto Report | Device Settings | Device History | Security Options | Security Log

Options

Users: 4

Add new row | Delete selected row | Reset Pin... | Save Changes | Undo Changes

	User Name	Access Level	Date/Time PIN Set
>	Jason Mobley	Admin	Aug 24, 2015 8:52:19 AM
	Sherman Reeves	Supervisor	Aug 15, 2015 11:27:20 AM
	Hope Reid	User	
	Al Arzola	User	

Jason Mobley Logged In

Diagram annotations:

- Blue box: Edit user names in General Settings → Users tab (points to the Users tab)
- Blue arrow: Points from the General Settings icon in the sidebar to the Users tab
- Blue arrow: Points from the 'Initials taken from first/last name entered in Users tab' text to the 'Al Arzola' user entry in the table

Back up your new settings

(optional)

After you have made all your changes to your settings, it is recommended that you back it up to a file. This would allow you to restore your settings in case someone down the road makes changes or imports a different settings (.dat) file into the software. Slide #4 shows how to generate the backup file.

Technical Support

Temp-Taker® technical support resources (including FAQs, technical documents, and training videos) are available via the following website:

http://www.ITDFoodSafety.com/Food_Temperature_Management/Temp-Taker_3/Support/

If you see any errors in the Temp-Taker® device or computer software application please email the following to support@itdfoodsafety.com:

- ▶ Your full name, company name, and contact information
- ▶ A brief description of how you became aware of the error; include (if available) any screenshots of error messages, pictures you may have taken, or other information relevant to the error
- ▶ The files *Error.log* and *TT3Database.sdf* (see Appendix 10.9 of document T3UMGE *Temp-Taker 3 - User Manual*)

If you need to speak with a Technical Support specialist, call (321) 676-3194 9AM – 5PM Eastern Standard Time.